

Construction Estimator, 3341
Task List - 2026

1. Makes preliminary and final detailed estimate items such as material, equipment, and labor costs for proposed construction, improvement, alteration, remodeling, replacement, or moving of City facilities or private buildings as a result of public improvements in order to provide the City with an efficient cost estimate.
2. Works from memoranda, sketches, plans and specifications in order to complete an accurate and detailed cost estimate.
3. Prepares quantity surveys and detailed lists of materials in order to be used for producing material costs.
4. Prepares construction-staffing schedules in order to provide accurate project durations.
5. Studies and reports on the cost aspects of construction methods in order to complete account and contract constructing work.
6. Compares and checks estimates with detailed cost analyses of work in progress and upon completion in order to ensure that cost estimates are accurate.
7. Makes cost estimates of existing improvements for real property acquisitions by inspecting buildings and reviewing plans and sketches in order to determine the cost of necessary improvements, such as asbestos abatement, roofing, flooring, and walls, prior to building acquisition.
8. Maintains cost records, gathers data and prepares statistics on construction costs in order to capture estimated costs using archival data.
9. Assists in the preparation of budget requests, including estimates for fiscal building projects in order to estimate required project funding.
10. Evaluates field change orders and project funding requests in order to determine project cost completion.
11. Write clear and comprehensive written communications in order to provide pertinent information to others involved in estimating and construction projects.
12. Communicate orally in a clear and effective manner for the purpose of explaining pertinent information to individuals and groups involved in the inspection, design, construction, repair, maintenance, and estimation of structures and facilities.
13. Deal tactfully and effectively with contractors, employees and the public when conducting building inspections, reviewing plans and specifications, and providing cost and quantity estimates in order to establish and maintain effective working relationships.